

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF MENTAL HEALTH, MENTAL RETARDATION  
AND SUBSTANCE ABUSE SERVICES  
Office of Administrative Services  
P. O. Box 1797  
Richmond, Virginia 23218-1797

NOTICE OF CONTRACT RENEWAL

Contract #720C-03832-04F

**CONTRACT:** Registered Nurses, Licensed, Travel

**USING FACILITIES:** DMHMRSAS Facilities and any Community Services Boards or other state or local governmental agencies that elect to utilize this contract. Entities, other than DMHMRSAS facilities, must obtain approval from the DMHMRSAS Office of Administrative Services prior to utilizing this contract.

**CONTRACTOR:** SHC Services, Inc.  
2005 Sheridan Drive  
Buffalo, New York 14223  
Phone: 877-543-9500  
FAX: 716-836-5547  
Contact: Pat Kennedy, President – Travel Nurse Division  
E-Mail: [pkennedy@travelnurses.com](mailto:pkennedy@travelnurses.com)  
FIN: 16-1216796

**CONTRACTOR**  
**REPRESENTATIVE:** Pat Kennedy, President  
Phone: 800-543-9399  
FAX: 716-836-5547  
E-Mail: [pkennedy@travelnurses.com](mailto:pkennedy@travelnurses.com)

**CONTRACT PERIOD:** August 1, 2006 through July 31, 2007

**TERMS:** Net 30 days

**CONTRACT RENEWAL:** This contract may be renewed for two additional periods of one year each.

**HOURLY RATES:** \$42.95 – All Inclusive. This rate covers all costs including employee pay, taxes, benefits, travel, housing and contractor's profit for registered travel nurses supplied for a to any DMHMRSAS facility.

## **CONTRACTOR REQUIREMENTS:**

**SCOPE OF SERVICES:** The Contractor shall provide the Purchasing Agency with Licensed Registered Nurses. In addition, the Contractor shall provide the following services:

- Training: Facilities may provide Contractor's Nurses with the same level of training as the Purchasing Agency's nurses.
- Experience: The Contractor is expected to provide travel nurses that have previous psychiatric experience. The Contractor will provide nurses without psychiatric experience only upon prior approval by the facility. The facility may also specify forensics experience.
- Length of Assignment: The contractor and the facility must agree, prior to assignment, on the length of the travel nurse's assignment. Once determined, the length of the assignment may be changed upon agreement between the contractor, the facility and the nurse.
- Recruitment: Contractor shall not recruit personnel from within a 35 mile radius of the DMHMRSAS facility to which the individual is to be assigned. Furthermore, the Contractor shall not recruit any employee of the Purchasing Agency or any former employee that has been separated from the Purchasing Agency for less than 120 days.
- Permanent Hire: The Purchasing Agency may recruit U. S. based personnel provided by the Contractor at the end of the employee's period of assignment provided that the length of the assignment has been at least thirteen (13) weeks. No recruitment or finders fee shall be charged.
- Foreign Nurses: Upon specific approval of the facility, the Contractor may recruit travel registered nurses from outside of the United States. A facility may hire a travel nurse who has been recruited from outside of the United States with no recruitment fee after the nurse has completed a six (6) month assignment.
- Work Schedule: Travel nurses may be required to work on-call hours, overtime, and all shifts, including weekends and state designated holidays at no increase in hourly cost.
- Interview: The Purchasing Agency's facility shall have the option to interview any personnel proposed, by the Contractor, for assignment to that facility prior to assignment.
- Changes in Requirement: The facility may request that a travel nurse not be replaced due to voluntary resignation or non-voluntary termination. This would allow the facility to lower the number of placement and supplement with its internal recruitments.
- Time Keeping: The Contractor's employees will be required to utilize the facility's automated timekeeping system (Kronos). An identification badge will be issued to each of the Contractor's employees. Data collected by the Kronos system will be used to determine and verify actual hours worked.
- Staff Meetings: Personnel placed by the contractor may be required to attend patient staffing and/or other related clinical committees/teams.

- Employment: Staff provided by the Contractor shall be placed under the direction of the Purchasing Agency's management staff but remain employees of the Contractor. As such, the Contractor's employees do not have access to the Purchasing Agency's benefits or the grievance program. The Purchasing Agency shall not be responsible for payment of wages to the Contractor's employees nor shall the Purchasing Agency be responsible for taxes or any other benefits or obligations of the Contractor's employees.
- Licensure: Nurses must possess a Virginia license or letter of temporary licensure from the Virginia Board of Nursing that will allow them to practice in Virginia. Services rendered must be consistent with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and any other relevant policies, guidelines and standards as determined by the Purchasing Agency and the facility's standards of patient care.

**PLACEMENT PACKAGE:** When the Contractor receives a request for the assignment of a registered travel nurse, the Contractor will provide a "Placement Package" to the facility via fax for review. A separate placement package shall be submitted for each registered nurse offered. The placement package shall consist of, at a minimum, the following specific information:

- Name of registered travel nurse.
- Training (copy of certificates), including type and location of training.
- Current Virginia license or letter authorizing the nurse to practice in Virginia.
- Social Security number.

Upon request of the DMHMRSAS facility, SHC will arrange for a telephone interview with the RN candidate, and/or additional information beyond the minimum listed above. The DMHMRSAS facility maintains final control to independently determine the professional and personal suitability of any SHC employee. The DMHMRSAS facility has the right to ultimately select the level of personnel for the task to be performed.

**SCREENING:** The Contractor shall provide the following screening and testing, at no cost to the Purchasing Agency, on all nurses before they are assigned to Purchasing Agency's facility.

- Psychiatric Competency Exam (passing score of at least 80%).
- Age specific self-learning packet post test.
- Eleven (11) panel drug screen.
- Social Security check.
- Department of Motor Vehicles screening.
- FBI Criminal history background/investigation. NOTE: The Contractor's criminal background checks can only cover the past seven years. A facility may need to conduct additional checks if a seven-year history is not sufficient.
- Finger printing.
- Credit history report.

All SCH registered nurses shall have:

- Graduated from a NLN accredited nursing program.
- Possess a Virginia license or a letter of temporary licensure from the Virginia Board of Nursing.
- Proof of required level of training, education and experience.

- Criminal conviction check for the last seven (7) counties of residence.
- Results of a ten (10) panel drug screen.
- Two positive professional references from previous employers indicating performance in the areas of attendance, reliability, clinical skills and professional skills.
- Current psychiatric self-assessment skills checklist indicating proficiency level with equipment, procedures and patient situations.
- Proof of annual orientation of Universal Precautions, Blood borne Pathogens, Fire & Safety, Infection Control, OSHA Hazardous Waste and HIV Confidentiality, and HIPAA.
- Current Basic Life Support (BLS).
- Ability to speak, understand, read and write the English language fluently.
- Proof of eligibility for U.S. employment and able to provide proof of employment eligibility.
- Statement from a physician or a report of a physical examination that the individual is free from mental or physical impairments, which would restrict the individual from performing the services required.
- Proof of immunity to Measles, Mumps and Rubella (MMR) through serological testing which shows seropositivity to MMR or proof of vaccine (persons born prior to 1957 must have received one dose of MMR vaccine; persons born in 1957 or later must have received two doses of MMR vaccine).
- Evidence of varicella immune status or a statement of history of chicken pox.
- Current Purified Protein Derivative reading within one (1) year or evaluation if known PPD reactor.
- Proof of Hepatitis B immunity, vaccination or declination.
- All healthcare personnel provided to the Purchasing Agency by the Contractor shall be tested for tuberculosis using the two-step method as recognized by the Center for Disease Control.

**PERFORMANCE FAILURE:** In the event the facility identifies a travel nurse that displays performance failures or undesirable behavior, the Contractor shall provide a plan of action to the facility to correct such occurrences, prevent continuance, and/or provide replacements. This plan of action should include a proposed time frame for replacements. The facility must report all employee performance failures or undesirable behaviors within forty-eight (48) hours directly to SHC's Director of Clinical Services, Contractor Representative or Contract Coordinator. The following procedure will be utilized to resolve the problems/complaints.

- All pertinent information will be logged onto a Quality Assurance form.
- Within twenty-four (24) hours of notification from the DMHMRSAS facility, contact will be made with all parties involved.
- If determined necessary, an on site visit will be arranged between all parties involved.
- SHC will honor the request of the DMHMRSAS facilities to have a SHC employee replaced at any point in the problem resolution process.

Per the request of the DMHMRSAS facility, SHC will to the best of its ability, replace personnel currently on assignment. SHC will immediately search the database and if necessary, direct recruitment efforts to identify a qualified candidate. Identification of a qualified replacement candidate will take approximately fourteen (14) days. Termination protocol is as follows:

- Any member of the DMHMRSAS facilities' supervisory staff has the authority to issue a stop-work order on any SHC employee.
- Stop-work orders should be issued directly to SHC's Director of Clinical Services, Contract Representative or Contract Coordinator via telephone, fax or electronically.
- SHC will, upon request of the DMHMRSAS facilities, notify the SHC employee of the termination.
- The DMHMRSAS facilities reserve the right to: (1) retain the SHC employee until a replacement arrives, or (2) have the SHC employee removed from the facility immediately.

Facilities are not obligated to accept a replacement for a SHC employee if a SHC employee is unable to perform the essential functions of a job with reasonable accommodation, does not perform in accordance with the DMHMRSAS facilities' standards, engages in misconduct while working at the DMHMRSAS facilities, or voluntarily resigns their position.

Please contact the undersigned at 804-786-5207 if you have any questions or wish to report any problems regarding this contract.

By: David T. Ray, CPPO

Date: August 1, 2006